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OTE 85-1609

MEMORANDUM FOR: Deputy Director for Administration
Director of Communications
Director of Office of Information Technology
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security

25X1 FROM:
Director of Training and Education

SUBJECT: Meeting of Agency Video Producers

1. The Office of Training and Education (OTE) hosted a meeting of Agency video producers on 19 September in an effort to explore methods to improve the quality of Agency video projects.

2. The following are the highlights of that meeting:

Factors Contributing to Low Quality Productions

*Ill Defined Requirements

Producers admitted that from time to time they are forced to accept badly planned projects with unrealistic deadlines. There was general agreement that video producers should assert their expertise by enforcing good planning criteria, request concept outlines, require participation of subject matter experts, and clearly identify the decision makers for final project approval.

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*Inadequate Production Skills

There was general agreement that two production skills areas, writing and technical applications, are still in need of improvement. Work is being done to rectify this problem via group action. There was a recognized need to acquire more actors and narrators from within our Agency population. An Employee Bulletin will be issued to publicize a cast call.

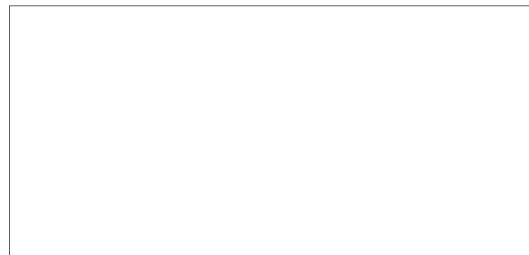
*Lack of Resources

Lack of resources can be a problem in producing truly high-quality video productions. Most believe, however, that such constraints can be at least alleviated if a way can be found to pool resources--actors, scriptwriters, and equipment--for production requirements. A serious effort has been launched to devise a plan for sharing of resources, but this issue will require additional work.

Purpose and Direction of the Group

*There was agreement that the group should continue to meet on a regular basis. The group will informally explore ways to share resources and will seek to identify and develop programs for upgrading production skills.

3. The next meeting is scheduled for early December at the



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D/OTE/ (4 Oct 85)

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